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Biological Services Program

January 1980

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User Identification System (UIS) Manual

Fish and Wildlife Service

U.S. Department of the Interior

Biological Services Program

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I

SUMMARY

The User Identification System (UIS) is a computer-based information service consisting of a file of HP user profiles. The Information Transfer Specialist serves as the intermediary between OBS Headquarters and those needing services from the UIS.

Printouts from the UIS are in the forms of lists or mailing labels. The information that may be retrieved is name, organization, mailing address, source of registration, profession, occupation, affiliation, region, product requested, mail key, subject interests, and transactions. This information is represented as codes which may be combined using Boolean operators to produce customized lists of HP users.

Lists may be requested for assistance in project planning and ranking, dissemination planning, dissemination plan implementation, product evaluation, and other applications where it is necessary to identify a group of HP users.

Due to the mobility of people and changing needs and interests, the UIS must be continually maintained in order that it be as up-to-date as possible. Each Information Transfer Specialist has the responsibility to provide input which will keep the system current.

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GLOSSARY

Alpha - Letter of the alphabet.
Code - Combination of alpha and/or numeric characters that specify an item of information.
Code group - One or more code types recognized by the computer as a group.
Code type - Set of codes which describe one type of information.
Cross-reference format - Alphabetically arranged list with entire user record that is referred to from other lists to obtain additional information.
Label format - List that is arranged three-across with Unique-ID, print algorithm, name, title, and mailing address.
Numeric - An arabic number or symbol which the computer recognizes as a number.
Print algorithm - Computer-generated number which determines what address information the computer will print on the label.
Record - The complete set of information on a user.
Selection criteria - Search strategy consisting of codes and logic operations between code types and code groups to produce lists.
Tally format - Lists of totals of users assigned or code or selected by a search strategy.
Unique-ID - Number which identifies a user's record.

I. INTRODUCTION AND ROLE DEFINITION

The Habitat Preservation Program User Identification System (UIS) is a computer-based service operated and maintained by OBS Headquarters. The purpose of the UIS is to provide current information on users needed for more effective planning, development, dissemination, and evaluation of information. The system consists of a file of user profile records and the software to select users based on specified criteria. Each profile is derived from information provided by the user on a HP Mailing List Registration Form (Appendix C). The file is updated monthly to reflect modifications and new additions.

The Information Transfer Coordinator manages the development, maintenance, and operation of the UIS and coordinates the utilization of the system. The National and Regional Team Information Transfer Specialists advise the Teams on UIS applications, coordinate dissemination planning and implementation, provide needed UIS outputs, and participate in system updating and maintenance.

The purpose of this manual is to describe the UIS and provide procedures for its use and maintenance. Any problems or questions which arise that are not answered in this manual should be referred to the Information Transfer Coordinator.

The remainder of this manual describes the system's printouts, information categories, selection criteria, procedures for using the system, system applications, and responsibilities for maintenance of the system.

II. SYSTEM PRINTOUTS

System printouts may be requested in the form of mailing labels and/or lists. The particular need and application determines the format of the requested outputs.

Mailing labels are printed three across the page and are listed alphabetically by ascending ZIP codes. The information printed on the labels consists of the Unique-ID, print algorithm, name, title, organization, and mailing address for the selected users. A sample section of a mailing label printout is given below.

```
823019DE16300          158      83276ALA81000          1458     84147PLU11500          13458
CHRIS       YDE                 GERGON A    ALANC              Nam.        PLUMMER
PL BOX 1031                     MONSANTO COMPANY               REGIONAL DIRECTOR
RAWLINS                WY82301  PO BOX 816                     USDI BU RECLAM
                                SODA SPRINGS           IN83276 PO BOX 11568
                                                               SALT LAKE CITY         UT84147

85617GRE12500          158      92504WRA72700          158      92713MEE23100          14568
MICHAEL     GREGORY             FRIEDA L    WRAY               THOMAS L    MEEHAN, PHD
RT 1, BOX 25A                   7275 GREYLOCK AVE              VTN CONSOLIDATED INC
MONEAL                 AZ85617  RIVERSIDE              CA92504 2301 CAMPUS DRIVE
                                                               PO BOX C-19529
                                                               IRVINE                 CA92713

73555HAY14100          13458    94105FUE12400          458      94701CIA24500          1458
KRIS        HAYES               FRIENDS OF EARTH FOUNDATION    KLAIE       DIAL
AREA MGR RIDGECREST AREA OFF    124 SPEAR ST                   USDA FS LIBRARY
USLI BLM DIST OFFICE            SAN FRANCISCO          CA94105 PO BOX 245
1415 NL NORMA ST                                               BERKELEY               CA94701
RIDGECRLST             CA93555
```

Paper lists are printed in label, tally, or cross-reference format. Information provided by lists in label format is identical to that printed on mailing labels. Tally format is used to print the total number of users assigned selected codes. Sample tally printouts are located in Appendix B. Cross-reference lists are arranged alphabetically by the user's surname or the organization's name. This format prints the entire record for each user and is used to determine the fixed field codes, key codes, interest codes, or transaction codes for the users selected for the list. Sample records of a cross-reference list are given below. The codes are described in detail in Section III.

```
PEPER                   STEWART          04009PLP24000    1345
                        WILDLIFE BIOLOGIST
                        US FISH AND WILDLIFE SERVICE
                        240 NUTTING HALL UNIV OF MAINE
                        ORONO                    ME04469
                        DATE ON:         791120
                        PCARD:           PPWSCIAPO6   111   T33400 5
                        KEY WORDS:       PROD=PC1,PC2,PC3,PC4;MAIL=M05;
                        INTEREST CODES:  E001,E100,M100,N100,X003,X007,P002

FISH AND WILDLIFE SERVICE               03801PAM12100    3456
                        ECOLOGICAL SERVICES
                        1215 E HWY 30
                        GRAND ISLAND             NE68801
                        DATE ON:         791120
                        PCARD:           PPAGCIAPO1   103   T-1200 6
                        KEY WORDS:       PROD=PC1,PC2,PC3,PC4;MAIL=A06;
                        INTEREST CODES:  B100,S100,E100,M100,N100,X006,X007
```

A list which sorts selected users by region is requested when disseminating a product. The Information Transfer Specialist provides each Region with a list of their users who received the product.

The formats described in this section have been designed to meet the requirements of most applications. Other formats may be requested for specialized needs. Additional system operating procedures to produce specialized formats are required.

III. INFORMATION CATEGORIES

The user identification information is represented in the form of the alphanumeric codes which are described below. Selection of codes or a combination of codes produces customized lists of HP users (see next section, "Selection Criteria"). Suggestions for use of the codes for selection purposes are also discussed.

The established codes are listed in Appendix A. When the codes are changed or new codes added, replacement lists will be issued. These lists should always be referred to when designating codes because codes are used which are not printed on the registration form. Tally printouts of the occupation, profession, affiliation, region, products, mail, and interest codes are given in Appendix B. These tallies become out of date with each system update and are to be used as estimates of totals only. Revised tally lists will be issued periodically to update Appendix B.

LABEL INFORMATION

The label information section of the record contains the information that is printed on mailing labels or paper lists in label format. The label information in addition to the rest of the user record appears in the cross-reference format.

Unique-ID

This identifier consists of the ZIP code, the first three letters of the individual's surname or organization name, and five computer-generated digits. The primary function of the Unique-ID is to provide access to a record if modification or deletion is necessary. A user record on a cross-reference list may be found on a label list by looking up the ZIP code indicated in the Unique-ID.

Print Algorithm

The print algorithm is printed on the same line after the Unique-ID and is a three to five digit code used by the computer to print the lines chosen for the mailing label. The numbers correspond to the line numbers at the left of the solid line on the printed registration form.

Address Data

This section of the record consists of the name, title, organization, street address, city, state (or foreign country), and ZIP code supplied by the user. The cross-reference format may print information which is not printed in the label format. For example, if a user indicated his title is "retired," this information appears in the cross-reference list but not on the label. Any part of this section may be changed or corrected by submitting the correct information and Unique-ID to the Information Transfer Coordinator.

Any field within this section may be selected upon, but it is not advisable to select upon information other than ZIP code or state abbreviation because only those records with the exact same spelling indicated will be selected. The state abbreviation or ZIP code range may be used when the geographic coverage desired is smaller than a FWS region or crosses regional boundaries.

DATE ON

This code appears immediately following the label information in cross-reference lists only. The code is on the line "DATE ON" and is a six digit code which indicates the year, month, and day the record was added to the system. For example, DATE ON: 800128 indicates the record was entered into the system on 28 January 1980. This information is used for internal reference purposes.

FIXED FIELD CODE GROUP

The fixed field code group is located on the line beginning with 'FFWS' on the registration form and following "FCARD" in cross-reference lists. There are five code types included in this group: Source, Occupation, Profession, Affiliation, and Region. The term fixed field refers to the fact that these codes have a "fixed address" for each code type on the computer tape. For this reason, each user is assigned only one code for each code type in this group. The distinction between code types is necessary when requesting a list selected on more than one code type (see Section IV).

Source

This code type consists of three alpha characters and it identifies the source through which the registration was initiated. The registrations obtained through circularization are assigned 'CIR'. Registration forms distributed at conferences are precoded 'CNF' and those by OBS Headquarters, 'BSP'. The Team Information Transfer Specialists should precode the forms they distribute with 'NTM' (National Team) or 'RTM' (Regional Team) in boxes 5-7, as appropriate. The purpose of this code is primarily to maintain statistics.

Occupation

This code type consists of one alpha and two numeric characters. The alpha character specifies the sector to which the user belongs (foreign government, private, Federal, State, or local) and its primary function is to compile statistics on the distribution of the recipients of HP products. The two numeric characters indicate the user's function within his or her organization.

The occupation codes should be used when the product is designated for a specific occupational audience. In most instances this code type should be combined with other code types in a selection strategy because individuals often have multiple functions within their organization. For example, a college professor might be classified as a program administrator, a researcher, or an educator.

An important use of this code is to identify libraries and technical information centers. With a few exceptions (see the list of Affiliation codes), libraries have been classified with the organization to which they are affiliated. All librarians, technical information specialists, information managers, and other information dissemination professionals are assigned the numeric code '04'. Selection of '04' with alpha prefixes will create the library and technical information center component of their affiliations.

Profession

This code type consists of three numeric characters and indicates the discipline the user associates with through education or training.

The Profession codes, like the Occupation codes, should be used to designate a specific audience. For example, landscape architects may be identified by specifying the code '501'. In most applications, several codes should be selected because many individuals have more than one professional interest. For example, many landscape architects checked planning ('400') or land use planning ('401') as their professions. Another example is that soil scientists ('121') may also be foresters ('203').

Affiliation

The Affiliation code type consists of one alpha and three numeric characters and represents the organizational affiliations of the users.

The affiliations are arranged in the order of foreign government, State government, local government, private, colleges and universities, and Federal government organizations or agencies. An alphabetical index is given at the end of the list of codes to facilitate the location of a code within the coding structure. This index should be used only to find the appropriate location within the list since all the codes indicated in the index have sub-codes.

The structure of the codes is hierarchical with general organizational affiliations broken down into smaller subdivisions. There are four levels of division: A000, A900, A990, and A999. The degree of subdivision depends upon the complexity of the agency or organization.

The purpose of the hierarchical structure is to allow selection of either very specific or very broad affiliations without the necessity to specify multiple codes. For example, all employees of the U.S. Department of Agriculture (USDA) registered in the UIS data base may be selected by specifying codes 'K000-K920', while those employees of the USDA Forest Service Experiment Stations may be selected by specifying codes 'K350-K351'. Selection of a range of codes will automatically select all users assigned subdivisions of that code.

To effectively use this code when requesting a list, first specify which affiliations are important, then specify the desired precision as a range of codes or list of single codes. For example, if the intended audience is the Bureau of Reclamation, select S600-641 for the entire Bureau or S611, S620, S630, and S640 for the senior program staff.

Reserved

This code type is the two zeros which follow the third digit of the Affiliation code and is reserved for future use.

Region

This code is a one digit numeric code and it assigns each user to the FWS region where he/she is located. The users in the Alaska Area Office, District of Columbia, and foreign countries are assigned to Region codes '7', '8', and '9', respectively.

The purpose of this code is to allow the selection of region specific lists. When a single Region code is selected, all the registered users in that region will be selected. When the region code is selected in combination with other codes, the users with only the specified characteristics will be selected for that region.

KEY CODE GROUP

The Key code group is indicated on the line(s) beginning with 'K' on the registration form and "Key Words" on cross-reference lists. The two code types in this group are Product Key and Mail Key. They are variable length fields which may be omitted in a record if none were indicated on the registration form.

Product Key

This code type consists of one alpha and two numeric characters. The Product Key follows PROD= on the cross-reference list and the registration form. The purpose of this code is to identify the BSP product(s) the user has requested.

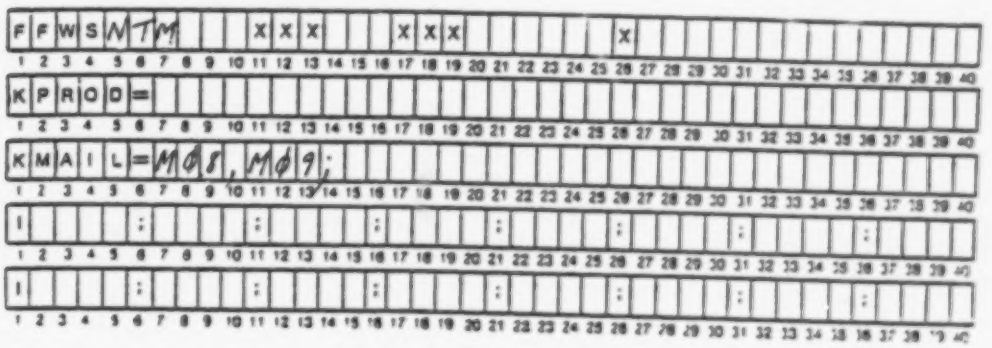
Codes 'P01' and 'P02' are used to produce lists for dissemination of the Bulletin and HP Program Report, respectively. Either code may be combined with subject codes to disseminate similar publications on other subjects. Codes 'P03' and 'P04' indicate those users who have requested Product Announcements and Bibliographies. The most important use of these codes when selecting lists is to send these items to individuals who have expressed interest in that type of product.

Mail Key

This code type consists of one alpha and two numeric characters and follow "MAIL=" on the cross-reference list and registration form. The codes are used to retrieve special purpose mailing lists and the Headquarters core list.

New names may be added to a special list by requesting modification of an existing record or by preceding the registration form prior to distribution. An example of a section of the form precoded by a National Team for two special lists is given below.

DO NOT MARK BELOW THIS LINE



In the preparation of dissemination plans, the search should be expanded beyond existing core lists. This recommendation is made because users have been entered into the system through several sources and not all the potential users have been assigned special purpose mail codes.

INTEREST CODE GROUP

The interest code group consists of one code type, interest codes. They are located on the line(s) beginning with 'I' on the registration form and "INTEREST CODES" on cross-reference lists. The codes consist of one alpha and three numeric characters and they represent the subject interests indicated by the user. These codes are important because they are used to select users with an interest in receiving information on specific subjects.

The registration forms permit the coding of a maximum of 14 interest codes. When a user checks most or all of the subjects within a category, the alpha character for the category is combined with '100' or '000'. The A100 code indicates the user was "specific" in checking the boxes within subject categories, while A000 indicates the user checked only the "general" category title. Both codes indicate the user is interested in every (or most) subject in the category and should be selected along with the more specific subject interests. However, since A000 indicates a "general" interest, it would not be used to select users who are to receive a product which is expensive or limited in quantity. For example, when selecting code 'W006' (water quality), also select W100 to include those who checked all or most of the subject within the category of water and W000 to include those with a general interest in the subject water.

When selecting users based on interests, the search codes should be as specific as possible based on the user's need and product format and cost. The dissemination plan for a highly technical product may require specification of a single subject code while the plan for a non-technical product will require the selection of entire subject categories.

TRANSACTION CODE GROUP

The Transaction code group has only one code type, transaction codes. These codes are found on the line beginning with "Transactions" in cross-reference lists and are used to record the recipients of specified mailings. They consist of a six digit numeric code indicating the date of the mailing and an abbreviated title of the items mailed.

Transaction code assignment may be requested when submitting a label request. They are used when it is necessary to "remember" users who received an item to enable sending a followup, revision, or sequel product. Transaction codes are not routinely recorded for all selection requests because they increase the size of the user record and therefore increase the costs of searching and maintaining the system.

IV. SELECTION CRITERIA

Records are selected for lists by using a single code or a customized combination of codes to define user characteristics. Codes are combined through Boolean operators to expand or limit their scope of coverage. The selection criteria and suggested guidelines for their use are detailed in this section.

BOOLEAN OPERATORS

Boolean operators are logic statements which specify how individual codes or groups of codes are to be combined to select records for lists of users with specific characteristics and interests. The appropriate operators are chosen according to the guidelines given below and indicated on the UIS Request Form described in Section V. The codes are organized into code groups: Label Information, Fixed Fields, Key Codes, Interest Codes, and Transactions. When more than one code type of a code group is used, the relationship between the code types must be specified (UIS Request Form, Part A) as well as the relationship between the entire code groups (UIS Request Form, Part B).

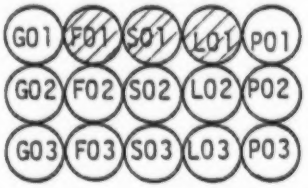
Single Select (SS)

When only one code is selected, every record assigned that code will be selected. This function is used when a single code will retrieve the entire group of users with a specified characteristic. For example, selection of REGION='1' will list all the users in FWS Region 1. Schematically represented, the group indicated by cross-hatching in the example below will be selected:

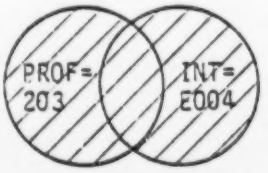
When a Single Select is chosen to produce an entire list, the number of users selected will closely approximate the total for that code found in the tally in Appendix B.

"OR" Select

The "OR" operator allows the selection of all the records from several codes. This function is used when more than one code is necessary to define the desired user characteristics. For example, selection of OCCUPATION='F01' OR 'S01' OR 'L01' will list all Federal Government chief administrators. Schematically represented, the group indicated by cross-hatching in the *example below will be selected:*



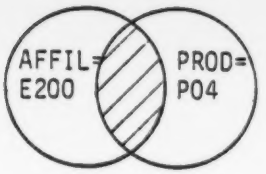
The "OR" selection may be made between codes of one code type as illustrated above, between more than one code type within a code group (PROFESSION='203' OR AFFILIATION='K000'-'K920', foresters or employees of the USDA Forest Service), or between groups of codes (PROFESSION='203' OR INTEREST='E004', foresters or subject interest in forest ecosystems). Schematically represented, the cross-hatch area indicates the users that will be selected in the last example:



When combining codes with the "OR" operator, the total number of users that will be selected is less than the total number for the codes listed in the tallies in Appendix B because there is an overlap where the user indicated two or more of the codes on the registration form.

"AND" Select

The "AND" operator is used to combine codes when it is desired to select users with all of the characteristics indicated. This operator is especially important when combining types of codes within a code group or different code groups. For example, selection of PROD='P04' AND AFFILIATION='E200' will select only those college and professors who have requested bibliographies. Schematically represented, the group indicated by cross-hatching in the example below will be selected:

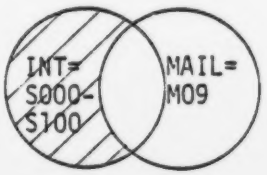


The group of users which are not included in the shaded area do not have both characteristics indicated by the selected codes.

When combining codes with the "AND" operator, the total number of users selected will be less than the number indicated in the tallies (in Appendix B) for the selected code with the smallest number of users. This is because each user record must have all the codes if it is to be selected. For example, if the total number of users indicated on the tallies are 100 for Code A, 3,500 for Code B, and 775 for Code C, the selection of A AND B AND C will list less than 100 users.

"AND NOT" Selection

The "AND NOT" selection function is similar to the "AND" function in that it excludes the selection of users that have certain characteristics in common. The function will select all users having a code or combination of codes except for those also having the code or codes indicated by "AND NOT". For example, selection of INTEREST='S000-S100' AND NOT MAIL='M09' will select those users who are interested in the subject stream alterations who are not on the Eastern Energy and Land Use Team's special mailing list. Schematically represented, the cross-hatched area represents the list that will be selected:



When combining codes with the "AND NOT" function the total number of users will be less than the total listed in the tally for the first code indicated. For example, if code A has 2,000 users and code B has 500 users, selection of A AND NOT B will produce a list with 1,500-2,000 records. In contrast, selection of B AND NOT A will produce a list of 0-500 records. Therefore, it is necessary to first select the group from which you then exclude a subgroup.

GUIDELINES FOR SELECTION STRATEGIES

Every application and requirement will require a separate selection strategy. A file of selection strategies should be kept so that they may be reused when labels are to be produced for the same set of users. Suggested applications are detailed in Section VI. General considerations which are common to all the applications are described below.

Request Separate Lists for Each Application

It is necessary to submit a separate request for each application. For example, if one set of selection criteria is specified to mail the product and another set of selection criteria is specified to mail an announcement of the product, these selection sets are two different applications that require two separate lists.

Within a list, it is possible to request that the list be sorted in a number of ways, but only one way at a time. For example, a request to sort a set of selection criteria by regions will first list all the users selected in Region 1, followed by Region 2 users and so forth through Region 9. In this way, separate lists may be produced from one search strategy. A separate request is required for each way the list is to be sorted.

Estimate Required List Length

If it is necessary to arbitrarily limit the number of users selected because of external constraints, specify the desired number of users prior to specifying a set of selection criteria. The numbers provided in the code tallies (Appendix B) will help you select the codes and Boolean operators that will approximate the desired number.

Determine User Characteristics

Examine carefully the user groups which you wish to identify to determine what user characteristics are relevant to the application. The list of codes in Appendix A serves as a guideline for dissemination planning. When implementing a dissemination plan, the dissemination plan serves as the guideline for characteristic determination.

Select Information Codes

Using the list of UIS codes in Appendix A, select the codes which partially or completely define each user characteristic. In some applications, profession or occupation might determine the user group characteristics, while in other applications, the geographic location or organizational affiliation are more important determining factors. The selection of a single code should be used only when you are certain the one code will select the entire user group relevant to the application. For example, when a list of all users from a region or a list of all users within an agency is required, a single code (or range of codes) will produce the desired list. On the other hand,

selection of a special purpose list code to produce a list to disseminate a product will not identify the users in the data base who are interested in that product who are not assigned that code.

Specify Operators

Next, specify the relationship between codes that will limit or expand their scope of coverage. Codes which partially define a characteristic may be combined by "OR" to more completely define the characteristic. Codes which are too general, may be limited by combination with other codes by "AND" or "AND NOT". The relationship between codes must always be determined when more than one code is selected.

Specify Format

Determine the list format and number of copies required. Lists requested for internal reference or planning purposes would be on paper in label and/or cross-reference format. Either format may be sorted by one code type instead of ZIP code or alphabetical order. Mailing labels are printed in the same sort order as the paper lists (ZIP code order when not otherwise specified). If a tally is required, specify tally format. Close attention to specifying only the necessary printouts will help contain the costs of operating the system.

Review the Set of Selection Criteria

Once the selection criteria have been determined, review the criteria to determine whether or not the criteria actually specify the intended user group. Is the specification too general or too specific? Have relevant codes or operators been omitted? If necessary, revise the selection criteria.

Submit Selection Request

The procedures for submitting a selection request and other aspects of using the system are detailed in Section V.

V. PROCEDURES FOR USING THE SYSTEM

Requests for printouts from the UIS are submitted to the Information Transfer Coordinator on the UIS Request Form (Figure V-1). The form in Appendix C may be photocopied for this purpose. First, indicate the dates requested and required, your name, organizational unit, purpose of the request, number of copies of labels and lists, and list format(s). If transaction recording is necessary, check the appropriate box. Next, indicate the codes which have been chosen for the set of selection criteria next to the code type name in Section A. Finally, use the operators "SS," "OR," "AND," and "AND NOT" to indicate the relationship between code types in Section A and between code groups in Section B. Use Section C to indicate special sort requests, clarify a complex set of selection criteria, or relate other instructions. Attach a copy of the product-user matrix from the dissemination plan or a detailed description of the targeted user group so that the Information Transfer Coordinator may assist if necessary.

Upon receipt of the request, the Information Transfer Coordinator reviews the request, suggests refinements, enters the Headquarters core list key if required, submits the request for processing, and forwards the system printouts to the Information Transfer Specialist. In addition, the Information Transfer Coordinator maintains a file of requests in order to keep statistics on types of applications, numbers and formats of lists produced, numbers of labels or records produced, computer costs, and an operational experience log to document indicated needs for modifications.

If mailing labels have been requested, the Information Transfer Specialist reviews the list for necessary additions or deletions. All labels from the Headquarters Core List must be used. An up-to-date copy of the core list in ZIP code order will be provided for checking purposes. If transactions were recorded, all unused labels are to be returned to Headquarters to correct the transaction records. If a list sorted by regions was requested, the Information Transfer Specialist also makes the changes on that list before sending each Regional Team its list.

Requests for system printouts should be submitted well in advance of the date they are needed. A minimum of two weeks are required for computer processing and mail delivery. If a faster turnaround is required, special arrangements should be made with the Information Transfer Coordinator.

Lists and/or mailing labels obtained through the UIS are to be used for FWS business only. Sale, rental, or personal use of the information provided by the UIS is illegal under the Privacy Act of 1974 (Public Law 93-579). No

UIS REQUEST FORM

Date requested:_____ Date required:_____

Requested by:_____ Organizational unit:_____

Purpose:_____

Number of copies: ____ Labels ____ Listings

List format: ☐ Label ☐ Cross-reference ☐ Regional
☐ Tally ☐ Other_____

Transaction recording requested: ☐ Yes ☐ No

A. List selection codes and operators within code groups.

(F) Fixed Fields:

Source

Occupation

Profession

Affiliation

Region

(K) Key Codes:

Product

Mail Key

(I) Interest Codes:

(T) Transactions:

B. Indicate operators between code groups:

F _____ K _____ I _____ T

C. Special Instructions:

Figure V-1. UIS Request Form.

information on a user other than that which appears in the printout of the user record is stored in the system.

VI. SYSTEM APPLICATIONS

While the primary purpose of the UIS is to facilitate dissemination planning and dissemination plan implementation, there is a wide variety of other potential applications. Essentially the system is a file of HP users which may be used by HP components to produce statistics on user characteristics or specialized lists of users. This need for user identification exists in each step of the Five-Step Process. Some suggested system applications are detailed below.

DISSEMINATION PLANNING

The UIS can be used to experiment with dissemination strategies during the development of the dissemination plan. Various complex searches may be requested either as user lists or statistics to obtain estimated numbers of users for each dissemination strategy. When the final strategy has been selected for the dissemination plan, the UIS will give an indication of the number of copies of a product that must be made for bulk mailing purposes.

The Information Transfer Specialists provide the technical guidance on the UIS to those involved with developing dissemination plans.

An example of a request for dissemination planning might be a list of users that is used to determine who is to receive an executive summary and who is to receive a product announcement. A project titled "Grazing Management in the Southwestern United States" might request a list of those users in FWS Region 2 who are colleges or universities, agricultural extension offices, regional conservation groups, libraries, state natural resource agencies, or individuals with a subject area interest in prairie ecosystems or wildlife management. This request is illustrated in Figure VI-1.

DISSEMINATION PLAN IMPLEMENTATION

The UIS provides mailing labels for product dissemination. The product-user matrix of the dissemination plan is expressed as a set of selection criteria. A separate set of labels is requested for each format of the product to be disseminated (e.g., product announcement, executive summary, or technical report). Labels are printed in ZIP code order (unless another code type sort is requested) to allow checking for duplication with other label sources, if used, and packaging by ZIP code prior to delivery to the post office. A paper master list of the labels and a list sorted by regions is sent to the requestor. Additions, deletions, or changes are to be noted on

BEST DOCUMENT AVAILABLE

UIS REQUEST FORM

Date requested: 1/28/80 Date required: 2/15/80

Requested by: A. SMITH Organizational unit: INELNT

Purpose: DISSEM. PLANNING - GRAZING MANAGEMENT SYSTMS

Number of copies: ___ Labels 2 Listings

List format: ☒ Label ☒ Cross-reference ☐ Regional
☐ Tally ☐ Other_____

Transaction recording requested: ☐ Yes ☒ No

A. List selection codes and operators within code groups.

(F) Fixed Fields:

Source

OR Occupation P04 OR S04 OR L04 OR F04

Profession

Affiliation = E100-E400 OR K240 OR D130 OR B200

AND Region = 2

(K) Key Codes:

Product

Mail Key

(I) Interest Codes:

E006 OR E100 OR N007 OR N100

(T) Transactions:

B. Indicate operators between code groups:

(F) ____ K OR (I) ____ T

C. Special Instructions:

Figure VI-1. Sample UIS request.

the regional lists, which are then forwarded to the Regional Information Transfer Specialists.

SPECIAL PROJECTS

A few potential UIS applications are suggested below. The Information Transfer Specialists are encouraged to foster use of the system's full capabilities. The Information Transfer Coordinator may be consulted if questions arise about the feasibility of a desired application.

Identifying Potential Workshop or Seminar Attendees

If a team is planning a workshop or seminar, they may request a list of potential attendees for planning purposes or a set of labels to mail an announcement of the event. The selection strategy may be a region or state codes combined by "AND" with profession, occupation, or interest codes.

Constructing User Profiles for a Geographic Area

When a team is considering projects in a geographic area, a profile of the users within that area would assist the Team in ranking priorities. This profile may be obtained by including region and/or state codes in the search strategy. A tally of the various codes for the users within that geographic area would define the distribution of the users' occupations, professions, affiliations, and interests. A high concentration of users within any one category might suggest that a project directed toward that group of users would have more impact than a project directed toward a group of few users. This analysis of user profiles will assist in the process of identifying the decisionmakers and influencers in that geographic area.

Surveying Users to Determine Needs

The UIS may be used in Steps 1 and 2 of the Five-Step Process to identify potential users for the purpose of surveying these users by phone, questionnaire, or in person to help estimate priority of information needs. A list of users within a geographic area could be used to survey users on needs within that geographic area. A list selected by interests may identify users who could provide expertise on needs within a special subject area. A combination of geographic area and subject interests may identify subject experts in a particular geographic area.

Conducting User Evaluations

The recording of transactions in the UIS facilitates the conducting of user evaluations. A list of the users who were mailed a product is retrieved by selecting on the transaction code. This list may be used to contact the users to obtain their comments on the product.

Identifying Sources of Information in Other Agencies

The UIS may be used to locate names and addresses of contacts in particular subject areas in other agencies, either locally or nationwide. This capability is important when it is necessary to refer a user to another agency or if questions arise within a team. Often the contact person in that agency can refer an inquiry if he or she is unable to provide assistance. The UIS may be considered to be a national directory of individuals who are interested in habitat preservation.

VII. RESPONSIBILITIES FOR MAINTENANCE OF THE SYSTEM

The UIS file contains the names and information obtained as a result of the circularization in the summer of 1979. The file is updated monthly to reflect modifications, deletions, and new additions. People and jobs are mobile so continuous maintenance is important to keep the information in the UIS up-to-date.

The Information Transfer Specialists on the National and Regional Teams are responsible for forwarding new user identifications, address changes, and deletions to the Information Transfer Coordinator for inclusion in the next update. Updates are usually made between the 28th and 31st days of the month. All Team input to the update must be received at Headquarters by the 15th of the month to be coded and keypunched for the update. Timely submission of changes is essential because the changes are not made until actually processed in an update and all lists produced until then will reflect the incorrect information. When the Team is aware an organization or agency is moving, the Information Transfer Coordinator should be informed so the address change may be made as early as possible.

Requests for new adds must be submitted on a Mailing List Registration Form. Individuals asking to be added to the mailing list are provided a registration form to complete and mail to the Information Transfer Coordinator. The form may be stamped with the HP component name and address to indicate the source of the form to the user.

The Source and Mail codes may be precoded prior to form distribution. The Source code is coded in boxes 5-7 of the line beginning with 'FFWS'. The code 'NTM' indicates the form originated at a National Team and the code 'RTM' indicates the form originated at a Regional Team. If the Team wants the individual to be listed on a special list, the appropriate mail code(s) is selected from the list in Appendix A and coded in boxes 7-9 of the line beginning 'KMAIL='. If more than one mail code is used, separate the codes with commas.

Special arrangements must be made with the Information Transfer Coordinator if a Team wants to circularize a list of potential users. This requirement reduces the chance that users will receive multiple copies of the registration form or that users who are already on the system are recircularized.

Due to the time lag between receipt of changes and adds and processing in a monthly update, sufficient time should be allowed before requesting a list if substantial changes have been requested.

The Information Transfer Coordinator provides for all changes and modifications received by OBS Headquarters and is responsible for quality control of the entire UIS file.

APPENDIX A

UIS CODES

1. Fixed Field Codes
2. Key Codes
3. Interest Codes
4. Transaction Codes

FIXED FIELD CODES

STATE POSTAL ABBREVIATIONS (Line 8, Columns 28 and 29, or following Canadian city on Line 9):

UNITED STATES

AL	Alabama
AK	Alaska
AZ	Arizona
AR	Arkansas
CA	California
CO	Colorado
CT	Connecticut
DE	Delaware
FL	Florida
GA	Georgia
HI	Hawaii
ID	Idaho
IL	Illinois
IN	Indiana
IA	Iowa
KS	Kansas
KY	Kentucky
LA	Louisiana
ME	Maine
MD	Maryland
MA	Massachusetts
MI	Michigan
MN	Minnesota
MS	Mississippi
MO	Missouri
MT	Montana
NE	Nebraska
NV	Nevada
NH	New Hampshire
NJ	New Jersey
NM	New Mexico
NY	New York
NC	North Carolina
ND	North Dakota
OH	Ohio
OK	Oklahoma
OR	Oregon
PA	Pennsylvania
RI	Rhode Island
SC	South Carolina
SD	South Dakota
TN	Tennessee
TX	Texas
UT	Utah
VT	Vermont
VA	Virginia
WA	Washington
WV	West Virginia
WI	Wisconsin
WY	Wyoming
CZ	Canal Zone
DC	District of Columbia
GU	Guam
PR	Puerto Rico
VI	Virgin Islands

CANADA

AB	Alberta
BC	British Columbia
MB	Manitoba
NB	New Brunswick
NF	Newfoundland
NT	Northwest Territories
NS	Nova Scotia
ON	Ontario
PE	Prince Edward Island
PQ	Quebec
SK	Saskatchewan
YT	Yukon Territory
LB	Labrador

AT

SOURCE (Line F, Columns 5-7):

CIR Circularization registrant
CNF Conference registrant
BSP OBS Headquarters
NTM National Team
RTM Regional Team
HCL Headquarters Core List

OCCUPATION (Line F, Columns 8-10):

Combine One Letter With One Two-Digit Number:

(affiliation section of registration form)

F Federal
S State
L Local
P Private
G Foreign Government

(occupation section of registration form).

01 chief administrator
02 program administrator
03 subject area specialist
04 information specialist
05 field operations
06 research
07 public relations officer
08 legislator
09 public official
10 educator/trainer
11 editor/writer/publisher
12 other
13 not indicated

A*

PROFESSION CODES (Line F, Columns 14-16):

100 Scientist

- 101 agronomist
- 102 biometrician
- 103 biologist
  - 104 aquatic
  - 105 botanist
  - 106 fisheries
  - 107 marine
  - 108 microbiologist
  - 109 ornithologist
  - 110 population
  - 111 wetlands
  - 112 wildlife
  - 113 zoologist
- 114 ecologist
- 115 geologist
- 116 hydrologist
- 117 limnologist
- 118 metallurgist
- 119 meteorologist
- 120 oceanographer
- 121 soils scientist
- 122 statistician
- 123 chemist
- 124 physicists/phys. scientist
- 125 other

200 Natural Resources Manager

- 201 coastal zone
- 202 fisheries
- 203 forestry
- 204 land resources
- 205 watershed
- 206 wetlands
- 207 wildlife
- 208 other

300 Engineer

- 301 agricultural
- 302 chemical
- 303 civil
- 304 environmental
- 305 mining
- 306 nuclear
- 307 system analysis
- 308 other

400 Planner

- 401 land
- 402 parks/recreation
- 403 transportation
- 404 urban
- 405 other

500 Specialist

- 501 architecture
- 502 cartography
- 503 consumer affairs
- 504 data management
- 505 economics
- 506 education
- 507 environmental health
- 508 information science
- 509 law
- 510 media
- 511 surveying
- 512 environmental
- 513 energy
- 514 business
- 515 other

600 Not Specified

AFFILIATION CODES (An alphabetical index follows this list of codes.)

A000 INTERNATIONAL GOVERNMENT ORGANIZATIONS
(See D000 for private organizations)

- A100 Multinational Organizations
- A200 Canada
  - A210 Government Administrative Agencies
    - A211 National
    - A212 Provincial/Territorial
  - A220 Fish and Game Departments
    - A221 National
    - A222 Provincial/Territorial
  - A230 Other Natural Resource Agencies
    - A231 National
    - A232 Provincial/Territorial
  - A240 Libraries and Information Centers
  - A290 Other Canadian Government Agencies
- A300 Other Foreign Countries
  - A310 Government Agencies
  - A320 Embassies
  - A330 Libraries and Information Centers
  - A390 Other Foreign Government Organizations

B000 STATE AND REGIONAL AGENCIES
(See D000 for private organizations)

- B100 Governors and State Offices (Classify governors here)
  - B110 Public Service Commissions
  - B120 Legislature
  - B130 State Administrative Offices
- B200 Natural Resource Agencies (Classify government conservation agencies here)
- B300 Fish and Game Agencies
- B400 Surveys

~~A~~

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AFFILIATION CODES (Continued)

B410 Natural History
B420 Geological

B500 Agriculture Departments
B600 Libraries and Information Centers (Classify agency affiliated libraries with the agency)
B700 Environmental Agencies (See B200 for environmental conservation)
B900 Other State and Regional Agencies (Health, highways, transportation, etc.)

C000 LOCAL AND INTRASTATE AGENCIES
(See D000 for private organizations)

C100 Administrative Offices
C200 Departments of Public Works
C300 Planning Offices
C400 Conservation Organizations (includes citizens groups)
C900 Other Local and Intrastate

D000 PRIVATE ORGANIZATIONS

D100 Conservation Organizations (Subdivision indicates scope of influence of the organization)

D110 International
D120 National
D130 Interstate (Regional)
D140 State
D150 Local
D190 Other

D200 Utilities

D210 Utility Companies and Power Pools
D220 Regional and State Utility Associations
D230 Public Utility Commissions

D300 Industries

D310 Transportation
D320 Agriculture and Land Resources
D330 Lumber and Forestry
D340 Energy

AFFILIATION CODES (Continued)

D341 Coal
D342 Petroleum and natural gas
D343 Nuclear

D350 Mining (minerals)
D360 Recreation
D390 Other Industries

D400 Communications

D410 Publications
D420 Secondary Publications (indexes, abstracts, and data bases)
D430 Media

D431 Newspapers/Magazines
D432 Radio/TV

D900 Miscellaneous Private Organizations

D910 Professional, Technical, and Scientific Societies
D920 Trade Associations
D930 Public Interest Groups and Related Associations
D940 Research and Development Firms (Classify consulting firms here)
D950 Law Firms
D960 Landscape Architects/Land Use Planners
D990 Private Citizens or Affiliation Not Indicated

E000 COLLEGES AND UNIVERSITIES
(See also USDOC Sea Grant Program, USDI Cooperative Research Units, and USDA Extension Service)

E100 Administration (Classify here "Deans")
E200 Faculty and Staff

E210 Students, Graduate Assistants

E300 Affiliated Research Institutes and Museums
E400 Libraries
E500 Other Non-Academic Support Staff

AFFILIATION CODES (Continued)

U.S. FEDERAL GOVERNMENT

F000 LEGISLATIVE AND JUDICIAL BRANCHES

- F100 Congress
  - F110 House of Representatives
    - F111 Members
    - F112 Committees
  - F120 Senate
    - F121 Members
    - F122 Committees
- F200 Congressional Offices (Classify Government Printing Office, Library of Congress, Office of Technology Assessment, Congressional Budget Office here)
- F300 Supreme Court

G000- T000 EXECUTIVE BRANCH

G000 EXECUTIVE OFFICE OF THE PRESIDENT

- G100 Office of Management and Budget
- G200 Council on Environmental Quality
- G300 Office of Science and Technology Policy

H000 BOARDS, COMMITTEES, AND COMMISSIONS

- H100 International
- H200 National
- H300 Interstate and Regional
- H400 Fishery
- H500 River Basin
- H900 Other

I000 QUASI-OFFICIAL AGENCIES

- I100 National Academy of Sciences (NAS)
- I200 Smithsonian Institution

AFFILIATION CODES (Continued)

I210 Museums
I220 Research Facilities
I230 Smithsonian Scientific Information Exchange (SSIE)

J000 AGENCIES

J100 Appalacian Regional Commission
J200 Environmental Protection Agency (EPA)

J210 Headquarters - Directorate

J211 Senior program staff
J212 Professional staff

J220 Regional Offices - Directorate

J221 Senior staff
J222 Professional staff

J230 Facilities, Research Labs, and District Offices - Senior Staff

J231 Professional staff

J300 National Aeronautics and Space Administration (NASA)
J400 National Science Foundation (NSF)
J500 Nuclear Regulatory Commission (NRC)
J600 Tennessee Valley Authority (TVA)

J610 Headquarters - Directorate

J611 Senior program staff
J612 Professional staff

J620 Facilities and Research Labs - Directorate

J621 Senior staff
J622 Professional staff

J900 Miscellaneous Agencies

K000- T000 : EXECUTIVE BRANCH DEPARTMENTS

AFFILIATION CODES (Continued)

K000 AGRICULTURE, DEPARTMENT OF

- K100 Headquarters - Directorate
  - K110 Senior Program Staff
  - K120 Professional Staff
- K200 Science and Education Administration
  - K210 Headquarters - Directorate
    - K211 Senior program staff
    - K212 Professional staff
  - K220 Federal Research
  - K230 Cooperative Research Service
  - K240 Cooperative Extension Service
  - K250 Technical Information Systems
- K300 Forest Service
  - K310 Headquarters - Directorate
    - K311 Senior program staff
    - K312 Professional staff
  - K320 Regional Offices - Senior Staff
    - K321 Professional staff
  - K330 S&P Area Offices - Senior Staff
    - K331 Professional staff
  - K340 National Forests/Field Offices - Directorate
    - K341 Senior staff (Classify district rangers here)
    - K342 Professional staff
  - K350 Experiment Stations & Research Labs. - Senior Staff
    - K351 Professional staff
- K400 Soil Conservation Service
  - K410 Headquarters - Directorate

AFFILIATION CODES (Continued)

K411 Senior program staff
K412 Professional staff

K420 Technical Service Centers - Senior Staff

K421 Professional staff

K430 State Offices - State Conservationists

K431 Professional staff

K440 Field Offices - Senior Staff

K441 Professional staff

K900 Miscellaneous USDA

K910 Senior Program Staff
K920 Professional Staff

L000 COMMERCE, DEPARTMENT OF

L100 Headquarters - Directorate

L110 Senior Program Staff
L120 Professional Staff

L200 National Bureau of Standards (NBS)
L300 National Technical Information Service (NTIS)
L400 National Oceanic and Atmospheric Administration (NOAA)

L410 Headquarters - Directorate

L411 Senior program staff
L412 Professional staff

L420 National Marine Fisheries Service (NMFS)
L430 National Ocean Survey
L440 National Weather Service
L450 Environmental Data Service
L460 Environmental Research Labs.
L470 Sea Grant Program

L900 Other U.S. Department of Commerce

AFFILIATION CODES (Continued)

M000 DEFENSE, DEPARTMENT OF

- M100 Headquarters - Directorate
  - M110 Staff
- M200 Air Force
- M300 Navy
- M400 Army (See M500 for Corps of Engineers)
- M500 Army Corps of Engineers
  - M510 Headquarters - Directorate
    - M511 Senior program staff
    - M512 Professional staff
  - M520 Divisional Offices - Senior Staff
    - M521 Professional staff
  - M530 District Offices - Senior Staff
    - M531 Professional staff
  - M540 Special Projects - Senior Staff
    - M541 Professional staff
- M900 Other U.S. Department of Defense

N000 ENERGY, DEPARTMENT OF

- N100 Headquarters - Directorate
  - N110 Senior Program Staff
  - N120 Professional Staff
- N200 Economic Regulatory Administration
- N300 Energy Information Administration
- N400 Conservation and Solar Applications
- N500 Power Administrations
  - N510 Bonneville Power Administration
  - N520 Southeastern Power Administration
  - N530 Alaska Power Administration
  - N540 Southwestern Power Administration

AFFILIATION CODES (Continued)

N550 Western Power Administration

N600 Operations Offices and Field Installations

N610 Headquarters
N620 Argonne National Lab.
N630 Oak Ridge National Lab.
N640 Pacific Northwest Lab.
N650 Solar Energy Research Institute
N660 Brookhaven National Lab.

N700 Regional Offices
N900 Other U.S. Department of Energy

0000 (RESERVED)

P000 HEALTH, EDUCATION AND WELFARE; HOUSING AND URBAN DEVELOPMENT; JUSTICE: DEPARTMENTS OF

P100 Health, Education, and Welfare (HEW)
P200 Housing and Urban Development
P300 Justice

Q000 LABOR, STATE, TREASURY: DEPARTMENTS OF

Q100 Labor

Q110 Headquarters
Q120 Occupational Safety and Health Administration (OSHA)

Q200 State

Q210 Headquarters

Q300 Treasury

R000 TRANSPORTATION, DEPARTMENT OF

R100 Headquarters
R200 Office of Deepwater Ports
R300 Coast Guard
R400 Federal Aviation Administration (FAA)
R500 Federal Highway Administration (FHA)

AFFILIATION CODES (Continued)

R600 Federal Railroad Administration (FRA)
R700 Saint Laurence Seaway Development Corporation
R900 Other U.S. Department of Transportation

S000 INTERIOR, DEPARTMENT OF

S100 Headquarters Directorate - Secretary's Office

S110 Secretary, Undersecretary
S120 Office of Public Affairs
S130 Office of Congressional and Legislative Affairs
S140 Policy, Budget and Administration

S141 Program staff

S150 Solicitor's Office

S200 Assistant Secretarial Offices

S210 Energy and Minerals - Directorate

S211 Office of Minerals Policy and Research Analysis
S212 Ocean Mining Administration
S213 Mining Enforcement and Safety Administration
S214 Office of Surface Mining
(See S300 for Geological Survey, S400 for Bureau of Mines)

S220 Land and Water Resources - Directorate

S221 Office of Water Research and Technology
(See S500 for Bureau of Land Management, S600 for Bureau of Reclamation)

S230 Bureau of Indian Affairs

S231 Senior staff
S232 Professional staff

S240 Fish, Wildlife, and Parks - Directorate

S241 Senior program staff
(See S700 for National Park Service, S800 for Heritage Conservation and Recreation Service, T000 for Fish and Wildlife Service)

S300 Geological Survey

AFFILIATION CODES (Continued)

S310 Headquarters - Directorate

S311 Senior program staff
S312 Professional staff

S320 Regional Offices and Field Centers - Directorate

S321 Senior staff
S322 Professional staff

S330 District Offices - Senior Staff

S331 Professional staff

S340 Field Offices - Senior Staff

S341 Professional staff

S350 Public Inquiries Office
S360 Branch Distribution Office

S400 Bureau of Mines

S410 Headquarters - Directorate

S411 Senior program staff
S412 Professional staff

S420 Research Centers - Directorate

S421 Professional staff

S430 Field Offices - Senior Staff

S431 Professional staff

S500 Bureau of Land Management

S510 Headquarters - Directorate

S511 Senior program staff
S512 Professional staff

S520 Service and Fire Centers - Directorate

S521 Senior staff
S522 Professional staff

AFFILIATION CODES (Continued)

S530 State and District Offices - Senior Staff

S531 Professional staff

S540 Outer Continental Shelf Offices - Senior Staff

S541 Professional staff

S550 Resource Areas - Senior Staff

S551 Professional staff

S600 Bureau of Reclamation

S610 Headquarters - Directorate

S611 Senior program staff
S612 Professional staff

S620 Engineering and Research Centers - Senior Staff

S621 Professional staff

S630 Regional Offices - Senior Staff

S631 Professional staff

S640 Project and Planning Offices - Senior Staff

S641 Professional staff

S700 National Park Service (NPS)

S710 Headquarters - Directorate

S711 Senior program staff
S712 Professional staff

S720 Regional Offices - Directorate

S721 Senior staff
S722 Professional staff

S730 Field Offices - Senior Staff

S731 Professional staff

AFFILIATION CODES (Continued)

S800 Heritage Conservation and Recreation Service (HCRS)

S810 Headquarters - Directorate

S811 Senior program staff
S812 Professional staff

S820 Regional Offices - Senior Staff

S821 Professional staff

(See Category T000 for U.S. Fish and Wildlife Service)

S900 Other U.S. Department of the Interior

T000 FISH AND WILDLIFE SERVICE

T001 Director
T002 Deputy Director
T003 Regional Directors
T004 Area Managers
T005 Administrative staff

T100 Directorate-Level Offices

T110 Western Field Coordinator
T120 Office for Equal Opportunity

T121 Head
T122 Staff

T130 International Affairs

T131 Head
T132 Staff

T140 Office of Legislative Services

T141 Head
T142 Staff

T150 Alaska Native Claims

T151 Head
T152 Staff

AFFILIATION CODES (Continued)

T200 Federal Assistance

- T201 Associate Director
- T202 Deputy Associate Director
- T203 Staff
- T204 Assistant Regional Directors
- T205 Staff

T210 Office of Endangered Species

- T211 Head
- T212 Washington staff
- T213 Regional staff
- T214 Area staff
- T215 Field office staff

T220 Division Federal Aid
T230 Office of Extension Education
T240 Federal Wildlife Permit Office

T300 Research

- T301 Associate Director
- T302 Deputy Associate Director
- T303 Staff
- T304 Assistant Regional Directors
- T305 Staff

T310 Division of Fishery Ecology Research

- T311 Head
- T312 Washington staff
- T313 Lab. and Research Center Directors
- T314 Lab. and Research Center staff

T320 Division of Wildlife Ecology Research

- T321 Head
- T322 Washington staff
- T323 Lab. and Research Center Directors
- T324 Lab. and Research Center staff

T330 Office of Cooperative Research Units

- T331 Head
- T332 Washington staff
- T333 Fishery Units

AFFILIATION CODES (Continued)

T334 Wildlife Units

T340 Office of Planning and Coordination

T341 Head
T342 Washington staff
T343 Editorial Office

T400 Environment

T401 Associate Director
T402 Deputy Associate Director
T403 Staff
T404 Assistant Regional Directors
T405 Staff

T410 Division of Ecological Services

T411 Head
T412 Washington staff
T413 Regional staff
T414 Area staff
T415 Field Office staff

T420 Office of Environmental Coordination

T421 Chief
T422 Washington staff
T423 Regional staff

T430 Office of Biological Services

T431 Office of the Chief
T432 Washington staff
T433 Regional staff - Biological Services Program
T434 EELUT
T435 NCET
T436 NPPT
T437 NWI
T438 WELUT

T500 Fishery Resources

T501 Associate Director
T502 Staff
T503 Assistant Regional Directors
T504 Staff

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AFFILIATION CODES (Continued)

T510 Division of National Fish Hatcheries

- T511 Head
- T512 Washington staff
- T513 Regional staff
- T514 Hatchery Managers
- T515 Hatchery staff

T520 Energy Manager
T530 Office of Fisheries Assistance
T540 Office of Engineering
T550 I&R Management

T600 Wildlife Resources

- T601 Associate Director
- T602 Staff
- T603 Deputy Associate Director - Wildlife Refuge System
- T604 Staff
- T605 Deputy Associate Director - Wildlife Management
- T606 Staff
- T607 Assistant Regional Directors
- T608 Staff

T610 Division of Refuge Management

- T611 Head
- T612 Washington staff
- T613 Regional staff
- T614 Refuge Managers
- T615 Refuge staff

T620 Division of Realty

- T621 Head
- T622 Washington staff
- T623 Regional staff
- T624 Area staff
- T625 Field Office staff

T630 Office of Youth Activities
T640 Division of Law Enforcement
T650 Animal Damage Control
T660 Wildlife Assistance
T670 Migratory Bird Management
T680 Aircraft Management

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AFFILIATION CODES (Continued)

T690 I&R Management

T700 Administration

- T701 Assistant Director
- T702 Staff

- T710 Division of Contracting & General Services
- T720 Division of Financial & Management Systems
- T730 Division of Personnel Management & Organization
- T740 Office of Safety and Security

T800 Planning and Budget

- T801 Assistant Director
- T802 Staff

- T810 Division of Program Analysis
- T820 Division of Program Coordination
- T830 Division of Program Plans

T900 Public Affairs

- T901 Assistant Director
- T902 Staff
- T903 Regional Public Information Officer
- T904 Staff
- T905 Area Offices

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Agriculture
  Industry, D320
  State Departments of, B500
  U.S. Department of, K000
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Alaska Power Administration, N530
Appalachian Regional Commission, J100
Argonne National Lab., N620
Army Corps of Engineers, M500
Army, U.S., M400
Associations, D920, D930

Boards, Committees, and Commissions, H000
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  Mines, S400
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Coal Industry, D341
Coast Guard, R300
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Cooperative Research Service, K230
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Environmental
  Data Services, L450

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State Protection Agencies, B700
Executive Office of the President, G000
Experiment Stations (Agriculture), K350

Federal
Aviation Administration, R400
Highway Administration, R500
Railroad Administration, R600
Fish and Game Agencies, State, B300
Fish and Wildlife Service, USDI, T000
Fishery Boards, Committees, and Commissions, H400
Forest Service, USDA, K300

Geological Survey
State, B420
USDI, S300
Government Printing Office, F200
Governors, B100

Health, Education, and Welfare, U.S. Department of, P100
Heritage Conservation and Recreation Service, S800
House of Representatives, U.S., F110
Housing and Urban Development, U.S. Department of, P200

Industries, D300
Interior, U.S. Department of the, S000
International
Boards, Committees, and Commissions, H300
Government Agencies, A000
Private Conservation Organizations, D110
Interstate and Regional
Boards, Committees, and Commissions, H300
Conservation Organizations, D130

Justice, U.S. Department of, P300

Labor, U.S. Department of, Q100
Land Use Planning Firms, D960
Landscape Architect Firms, D960
Law Firms, D950
Legislatures, State, B120
Libraries and Information Centers
Canadian Government, A240
College and University, E400

Foreign Government, A330
State Government, B600
(Other special libraries are classified with their agencies or organizations. Select the affiliation code and PROFESSION=F, P, S, L or G Ø4.)
Local Government Offices, C000
Lumber and Forestry Industry, D330

Media Industry, D430
Mining Enforcement and Safety Administration, S213
Mining Industry, D350

National
Academy of Sciences, I100
Aeronautics and Space Administration, J300
Boards, Committees, and Commissions, H200
Bureau of Standards, L200
Forests, K340
Marine Fisheries Service, L420
Ocean Survey, L430
Oceanic and Atmospheric Administration, L400
Park Service, S700
Science Foundation, J400
Technical Information Service, L300
Weather Service, L440
Natural
History Surveys, State, B410
Resource Agencies, State, B200
Navy, U.S., M300
Nuclear
Industry, D343
Regulatory Commission, J500

Oak Ridge National Lab., M630
Ocean Mining Administration, S212
Office of
Congressional and Legislative Affairs, S130
Deepwater Ports, R200
Management and Budget, G100
Minerals Policy and Research Analysis, S211
Public Affairs, S120
Science and Technology Policy, G300
Surface Mining, S214
Technology Assessment, F200
Water Research and Technology, S221

INDEX TO AFFILIATION CODES (Continued)

Pacific Northwest Lab., N640
Petroleum and Natural Gas Industry, D342
Power Administrations, N500
Private Citizens, D990
Professional, Technical, and Scientific Societies, D910
Public Service Commissions, B110
Publications, D410, D420

Recreation Industry, D360
Research and Development Firms, D940
River Basin Boards, Committees, and Commissions, H500

Saint Laurence Seaway Development Corporation, R700
Science and Education Administration, K100
Sea Grant Program, L470
Senate, U.S., F120
Smithsonian Institution, I200
Societies, D910
Soil Conservation Service, K400
Solar Energy Research Institute, N650
Southeastern Power Administration, N520
Southwestern Power Administration, N540
State, U.S. Department of, Q200
Supreme Court, U.S., F300

Tennessee Valley Authority, J600
Trade Associations, D920
Transportation
  Industry, D310
  U.S. Department of, R000
Treasury, U.S. Department of, Q300

U.S. Department of
  Commerce, L000
  Defense, M000
  Energy, N000
  Health, Education, and Welfare, P100
  Housing and Urban Development, P200
  Interior, S000
  Justice, P300
  Labor, Q100
  State, Q200
  Transportation, R000
  Treasury, Q300

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Universities, E200
Utilities, Private, D200

Western Power Administration, N550

REGION CODES (Line F, Column 27):

1	California, Hawaii, Idaho, Nevada, Oregon, Washington, Guam.
2	Arizona, New Mexico, Oklahoma, Texas.
3	Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin.
4	Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Canal Zone, Puerto Rico, Virgin Islands.
5	Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, Virginia, West Virginia.
6	Colorado, Iowa, Kansas, Missouri, Montana, Nebraska, North Dakota, South Dakota, Utah, Wyoming.
7	Alaska.
8	District of Columbia.
9	Foreign.

KEY CODES

KPROD = (Line K, Columns 1-6):

P01 The Bulletin
P02 BSP Program Report
P03 Product Announcements
P04 Bibliographies

KMAIL = (Line K, Columns 1-16):

M01 or M03 NPPT small list
M02 or M03 NPPT medium list
M01 or M02 or M03 or M04 NPPT large list
M05 NCET list
M06 NSAT list
M07 Not presently used
M08 WELUT list
M09 EELUT list
M10 Headquarters Core List

M50 CIFG list

INTEREST CODES

B000
B100 BIOLOGY

- B001 birds/ornithology
- B002 fisheries biology
- B003 game mammals
- B004 non-game mammals
- B005 other

S000
S100 STREAM ALTERATIONS

- S001 bank stabilization
- S002 channelization
- S003 dams/bridges/locks
- S004 dredging
- S005 gravel/sand mining
- S006 impoundment
- S007 other

E000
E100 ECOSYSTEMS

- E001 aquatic ecosystems
- E002 coastal ecosystems
- E003 estuarine ecosystems
- E004 forests
- E005 marshland ecology
- E006 prairie ecosystems
- E007 riparian ecosystems
- E008 upland ecosystems
- E009 wetlands
- E010 other

G000
G100 ENERGY

- G001 geothermal
- G002 natural gas
- G003 nuclear
- G004 source development
- G005 storage systems
- G006 synthetic fuels
- G007 solar
- G008 other

H000
H001 HABITAT

- H001 assessment/evaluation
- H002 classification
- H003 enhancement
- H004 inventory
- H005 other

M000
M100 MINING AND MINES

- M001 land reclamation
- M002 mineral extraction methods
- M003 mineral leasing laws
- M004 non-fossil minerals
- M005 strip mining
- M006 other

N000
N100 NATURAL RESOURCES MANAGEMENT

- N001 endangered species
- N002 land use planning
- N003 parks
- N004 recreation
- N005 wild and scenic rivers
- N006 wilderness management
- N007 wildlife management
- N008 other

L000
L100 OIL AND GAS

- L001 OCS offshore operations
- L002 drilling
- L003 leasing
- L004 oil recovery

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INTEREST CODES (Continued)

L005 oil refineries
L006 production rate
L007 reserves
L008 regulations
L009 oil shale
L010 other

X000
X100 POLLUTION

X001 air pollution/control
X002 industrial wastes
X003 oil spills
X004 radiation pollution/control
X005 solid waste management
X006 toxic substances
X007 wastewater management
X008 water pollution/control
X009 other

P000
P100 POWER PLANTS

P001 coal-fired
P002 environmental impacts
P003 generation
P004 nuclear
P005 site selection/licensing
P006 steam electric power
P007 transmission
P008 utilities
P009 other

C000
C100 COAL

C001 gasification
C002 liquefaction
C003 regional planning
C004 reserves
C005 other

W000
W100 WATER

W001 allocation
W002 groundwater management
W003 hydrology
W004 instream flow
W005 water laws
W006 water quality
W007 water resources planning
W008 watershed management
W009 other

TRANSACTION CODES

No transaction codes have been used to this date. Questions regarding the use of transaction codes should be directed to the Information Transfer Coordinator.

APPENDIX B

UIS CODE TALLIES

1. Fixed Fields
2. Key Codes
3. Interest Codes

BEST DOCUMENT AVAILABLE

FIXED FIELDS

OCCUPATION (12 January 1980)

OCCUPATION	TALLY
	105
F01	270
F02	700
F03	874
F04	106
F05	681
F06	372
F07	41
F09	5
F10	15
F11	15
F12	2
F13	1
G01	8
G02	14
G03	14
G04	4
G05	11
G06	14
G07	1
G10	3
L01	13
L02	39
L03	34
L04	4
L05	8
L06	6
L07	1
L09	9
L10	4
L11	1
P01	147
P02	217
P03	218
P04	84
P05	77
P06	147
P07	14
P08	1
P09	6
P10	67
P11	78
P12	20
P13	14
S01	227
S02	344
S03	342
S04	44
S05	183
S06	213
S07	37
S08	2
S09	35
S10	334
S11	23
S12	1
S13	3
FINAL TOTAL	6,747

6,747 RECORDS TOTALED

A

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BEST DOCUMENT AVAILABLE

PROFESSION (12 January 1980)

PROFESSION	TALLY
	105
100	17
101	39
102	9
103	349
104	299
105	62
106	421
107	58
108	27
109	45
110	3
111	29
112	466
113	44
114	307
115	47
116	133
117	64
119	11
120	22
121	68
122	5
123	36
124	12
125	66
200	264
201	44
202	109
203	566
204	364
205	74
206	26
207	347
208	12
300	24
301	31
302	31
303	149
304	234
305	26
306	9
307	11
308	10
400	45

PROFESSION	TALLY
401	154
402	62
403	4
404	27
405	64
500	1
501	114
502	13
503	5
504	4
505	57
506	41
507	51
508	266
509	27
51	4
512	4
513	4
514	24
515	21
600	42
FINAL TOTAL	6,747

6,747 RECORDS TOTAL

BX

BEST DOCUMENT AVAILABLE

AFFILIATION (12 January 1980)

AFFILIATION	TALLY
	[illegible]
A100	5
A212	1
A220	1
A221	2
A222	14
A231	3
A232	27
A240	3
A248	1
A310	4
A320	2
A340	4
A[illegible]	4
A[illegible]	21
A[illegible]	5
A[illegible]	14
A[illegible]	[illegible]
A[illegible]	307
A410	14
A420	24
A500	41
A600	4
A700	80
A[illegible]	74
C1[illegible]	12
C2[illegible]	15
C300	52
C400	20
C900	20
D1[illegible]	1
D11[illegible]	1
D12[illegible]	31
D130	23
D140	104
D150	51
D190	4
D2[illegible]	2
D21[illegible]	104
D220	5
D230	1
D24[illegible]	1
D31[illegible]	2
D32[illegible]	4
D33[illegible]	1

AFFILIATION	TALLY
D340	7
D341	20
D342	4
D343	1
D350	11
D360	5
D36[illegible]	30
D4[illegible]	1
D410	42
D420	4
D430	2
D431	3
D[illegible]	2
D41[illegible]	14
D42[illegible]	7
D43[illegible]	5
D44[illegible]	[illegible]
D4[illegible]	10
D46	34
D44[illegible]	17
E1[illegible]	43
E2[illegible]	[illegible]
E21[illegible]	54
E300	154
E4[illegible]	44
E122	1
F2[illegible]	3
G2[illegible]	1
H2[illegible]	4
H300	3
H4[illegible]	4
H5[illegible]	17
I1[illegible]	1
I2[illegible]	2
I21[illegible]	2
I22[illegible]	2
J211	24
J212	2
J22[illegible]	2
J221	24
J222	14
J23[illegible]	
J24[illegible]	1
J4	2
J5	1

B3

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AFFILIATION (Cont'd)

AFFILIATION	TALLY
J411	1
J412	[illegible]
J421	2
J422	13
J900	2
K110	1
K120	2
K210	1
K211	2
K212	5
K230	6
K240	[illegible]
K311	1[illegible]
K312	23
K320	1[illegible]
K321	1[illegible]
K330	[illegible]
K331	23
K340	32
K341	203
K342	403
K350	[illegible]
K351	105
K410	2
K411	17
K412	15
K421	2[illegible]
K430	26
K431	131
K440	1
K441	14
K910	[illegible]
L200	1
L300	1
L411	3
L420	4[illegible]
L430	2
L450	1
L460	1
L470	1[illegible]
L[illegible]	[illegible]
[illegible]	2
[illegible]11	1
[illegible]	[illegible]

AFFILIATION	TALLY
M300	7
M400	[illegible]
M511	[illegible]
M512	[illegible]
M520	[illegible]
M521	2[illegible]
M530	[illegible]
M531	[illegible]
M540	[illegible]
M541	14
M900	1
N110	2
N300	1
N510	[illegible]
N530	1
N5[illegible]	[illegible]
N620	1[illegible]
N630	1[illegible]
N650	1
N660	1
N700	[illegible]
N900	[illegible]
P200	2
P300	1
Q120	1
Q210	1
R100	1
R300	[illegible]
R5[illegible]	[illegible]
S1[illegible]	[illegible]
S11[illegible]	1
S12[illegible]	[illegible]
S130	1
S140	[illegible]
S141	[illegible]
S150	[illegible]
S200	1
S214	[illegible]
S221	[illegible]
S24[illegible]	[illegible]
S242	[illegible]
S311	[illegible]
S312	[illegible]
S32[illegible]	[illegible]

BEST DOCUMENT AVAILABLE

AFFILIATION (Cont'd)

AFFILIATION	TALLY
S321	3
S322	14
S330	17
S331	25
S340	4
S341	12
S350	2
S411	2
S420	2
S421	2
S430	2
S431	7
S511	5
S512	1
S521	2
S522	4
S530	34
S531	74
S540	1
S541	2
S550	20
S551	25
S611	1
S612	3
S620	2
S621	3
S630	7
S631	32
S640	11
S641	23
S711	5
S712	2
S720	5
S721	23
S722	5
S730	33
S731	51
S811	2
S812	5
S820	3
S821	5
S830	6
T112	1
T113	1
T114	1
T115	1

AFFILIATION	TALLY
T132	1
T141	1
T151	1
T204	2
T205	1
T212	3
T213	4
T214	2
T215	1
T220	5
T240	1
T305	2
T312	1
T313	4
T314	34
T321	1
T322	1
T323	4
T324	32
T331	1
T332	43
T334	32
T343	2
T404	4
T406	1
T411	1
T412	2
T413	14
T414	17
T415	71
T423	2
T431	1
T432	1
T433	32
T434	5
T435	4
T436	5
T437	2
T438	25
T511	1
T512	2
T513	3
T511	1
T513	4
T514	13
T515	14

BEST DOCUMENT AVAILABLE

AFFILIATION (Concluded)

AFFILIATION	TALLY
T530	14
T540	7
T606	1
T608	4
T612	1
T613	4
T614	43
T615	23
T621	1
T623	2
T624	2
T625	1
T630	1
T650	14
T660	10
T670	4
T720	1
T801	1
T810	1
T820	2
T830	1
T901	1
T903	3
FINAL TOTALS	4,747

4,747 RECORDS TOTALS

BEST DOCUMENT AVAILABLE

REGION (28 December 1979)

REGION	TALLY
1	1,199
2	560
3	804
4	975
5	1,296
6	1,212
7	134
8	349
9	113

KEYCODES
(28 December 1979)

KEYWORD	KEYCODE	USERS
PRODUCT	P01	5566
	P02	3724
	P03	3087
	P04	3776
MAIL	M01	0033
	M02	0589
	M03	0288
	M04	0665
	M05	0222
	M06	0660
	M07	0000
	M08	1466
	M09	0654
	M10	0001
	M50	0000

~~BAB~~
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INTEREST CODES
(28 December 1979)

INTEREST*CODE	USERS	INTEREST*CODE	USERS
B000	0226	G005	0127
B100	1370	G006	0415
B001	0879	G007	0094
B002	1620	G008	0196
B003	0924	H000	0290
B004	0734	H100	2271
B005	0207	H001	1255
C000	0208	H002	0260
C100	0544	H003	0760
C001	0199	H004	0349
C002	0144	H005	0026
C003	0450	L000	0152
C004	0135	L100	0053
C005	0026	L001	0231
E000	0300	L002	0072
E100	1859	L003	0053
E001	1385	L004	0023
E002	0462	L005	0032
E003	0430	L006	0007
E004	1184	L007	0023
E005	0528	L008	0395
E006	0370	L009	0440
E007	0920	L010	0053
E008	0692	M000	0193
E009	0976	M100	0682
G000	0253	M001	1370
G100	0650	M002	0124
G001	0393	M003	0108
G002	0155	M004	0056
G003	0287	M005	0713
G004	0468	M006	0029

INTEREST CODES (Cont'd)

INTEREST*CODE	USERS
N000	0305
N100	1867
N001	1255
N002	1071
N003	0167
N004	0314
N005	0592
N006	0470
N007	1255
N008	0109
P000	0202
P100	0906
P001	0322
P002	1126
P003	0034
P004	0167
P005	0325
P006	0049
P007	0173
P008	0041
P009	0051
S000	0307
S100	1519
S001	0738
S002	0580
S003	0225
S004	0294
S005	0192
S006	0534
S007	0033

INTEREST*CODE	USERS
X000	0249
X100	1237
X001	0386
X002	0173
X003	0348
X004	0094
X005	0306
W004	0509
W005	0443
W006	1052
W007	0710
W008	0947
W009	0014

APPENDIX C

1. Mailing List Registration Form
2. Selection Request Form

Fish and Wildlife Service
Biological Services Program

Mailing List Registration Form

If you would like to be placed on the central mailing list maintained by the Office of Biological Services, please complete this registration form and return it as soon as possible. Thank you.

OR FWS
SE ONLY

N A
1 2

1
1 2

FIRST NAME
3 4 5 6 7 8 9 10 11 12 13 14

LAST NAME
15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34

Check here if "Attention"
35

3
1 2

TITLE
3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34

4
1 2

ORGANIZATION/DIVISION/AGENCY
3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34

5
1 2

ADDRESS (INCLUDE BUILDING, ROOM NO., IF APPLICABLE)
3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34

6
1 2
3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34

8
1 2

CITY (If foreign, complete next line only)
3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27

STATE ZIP
28 29 30 31 32 33 34

F W S
35 36 37

9
1 2

CITY/STATE/PROVINCE **COUNTRY/ZIP**
3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34

F W S
35 36 37

Go on to next page

PRODUCTS (check the products you wish to receive)

P01 ☐ The Bulletin (the quarterly Habitat Preservation News)

P02 ☐ BSP Program Report

P03 ☐ Product Announcements

P04 ☐ Bibliographies

AFFILIATION (check one)

☐ Federal ☐ Local

☐ State ☐ Private

OCCUPATION (check the item that best describes your present position)

01 ☐ chief administrator
02 ☐ program administrator
03 ☐ subject area specialist
04 ☐ information specialist
05 ☐ field operations
06 ☐ research
07 ☐ public relations officer
08 ☐ legislator
09 ☐ public official
10 ☐ educator/trainer
11 ☐ editor/writer/publisher
☐ other_____

PROFESSION (check the item that best describes your professional background)

SCIENTIST

101 ☐ agronomist
102 ☐ biometrician
103 ☐ biologist
104 ☐ aquatic
105 ☐ botanist
106 ☐ fisheries
107 ☐ marine
108 ☐ microbiologist
109 ☐ ornithologist
110 ☐ population
111 ☐ wetlands
112 ☐ wildlife
113 ☐ zoologist
114 ☐ ecologist
115 ☐ geologist
116 ☐ hydrologist
117 ☐ limnologist
118 ☐ metallurgist
119 ☐ meteorologist
120 ☐ oceanographer
121 ☐ soils scientist
122 ☐ statistician
☐ other_____

NATURAL RESOURCES MANAGER

201 ☐ coastal zone
202 ☐ fisheries
203 ☐ forestry
204 ☐ land resources
205 ☐ watershed
206 ☐ wetlands
207 ☐ wildlife
☐ other_____

ENGINEER

301 ☐ agricultural
302 ☐ chemical
303 ☐ civil
304 ☐ environmental
305 ☐ mining
306 ☐ nuclear
307 ☐ systems analysis
☐ other_____

PLANNER

401 ☐ land use
402 ☐ parks/recreation
403 ☐ transportation
404 ☐ urban
☐ other_____

SPECIALIST

501 ☐ architecture
502 ☐ cartography
503 ☐ consumer affairs
504 ☐ data management
505 ☐ economics
506 ☐ education
507 ☐ environmental health
508 ☐ information science
509 ☐ law
510 ☐ media
511 ☐ surveying
☐ other_____

SUBJECT AREAS (check your principal areas of interest)

☐ BIOLOGY

B001 ☐ birds/ornithology
B002 ☐ fisheries biology
B003 ☐ game mammals
B004 ☐ non-game mammals
☐ other_____

☐ STREAM ALTERATIONS

S001 ☐ bank stabilization
S002 ☐ channelization
S003 ☐ dams/bridges/locks
S004 ☐ dredging
S005 ☐ gravel/sand mining
S006 ☐ impoundment
☐ other_____

☐ ECOSYSTEMS

E001 ☐ aquatic ecosystems
E002 ☐ coastal ecosystems
E003 ☐ estuarine ecosystems
E004 ☐ forests
E005 ☐ marshland ecology
E006 ☐ prairie ecosystems
E007 ☐ riparian ecosystems
E008 ☐ upland ecosystems
E009 ☐ wetlands
☐ other_____

☐ ENERGY

G001 ☐ geothermal
G002 ☐ natural gas
G003 ☐ nuclear
G004 ☐ source development
G005 ☐ storage systems
G006 ☐ synthetic fuels
☐ other_____

☐ HABITAT

H001 ☐ assessment/evaluation
H002 ☐ classification
H003 ☐ enhancement
H004 ☐ inventory
☐ other_____

☐ MINING AND MINES

M001 ☐ land reclamation
M002 ☐ mineral extraction methods
M003 ☐ mineral leasing laws
M004 ☐ non-fossil minerals
M005 ☐ strip mining
☐ other_____

☐ NATURAL RESOURCES MANAGEMENT

N001 ☐ endangered species
N002 ☐ land use planning
N003 ☐ parks
N004 ☐ recreation
N005 ☐ wild and scenic rivers
N006 ☐ wilderness management
N007 ☐ wildlife management
☐ other_____

☐ OIL AND GAS

L001 ☐ OCS offshore operations
L002 ☐ drilling
L003 ☐ leasing
L004 ☐ oil recovery
L005 ☐ oil refineries
L006 ☐ production rate
L007 ☐ reserves
L008 ☐ regulations
L009 ☐ oil shale
☐ other_____

☐ POLLUTION

X001 ☐ air pollution/control
X002 ☐ industrial wastes
X003 ☐ oil spills
X004 ☐ radiation pollution/control
X005 ☐ solid waste management
X006 ☐ toxic substances
X007 ☐ wastewater management
X008 ☐ water pollution/control
☐ other_____

☐ POWER PLANTS

P001 ☐ coal-fired
P002 ☐ environmental impacts
P003 ☐ generation
P004 ☐ nuclear
P005 ☐ site selection/licensing
P006 ☐ steam electric power
P007 ☐ transmission
P008 ☐ utilities
☐ other_____

☐ COAL

C001 ☐ gasification
C002 ☐ liquefaction
C003 ☐ regional planning
C004 ☐ reserves
☐ other_____

☐ WATER

W001 ☐ allocation
W002 ☐ groundwater management
W003 ☐ hydrology
W004 ☐ instream flow
W005 ☐ water laws
W006 ☐ water quality
W007 ☐ water resources planning
W008 ☐ watershed management
☐ other_____

DO NOT MARK BELOW THIS LINE

FFWS XXX XXX X

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40

KPROD=

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1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40

UIS REQUEST FORM

Date requested:_____ Date required:_____

Requested by:_____ Organizational unit:_____

Purpose:_____

Number of copies: ____ Labels ____ Listings

List format: ☐ Label ☐ Cross-reference ☐ Regional
☐ Tally ☐ Other_____

Transaction recording requested: ☐ Yes ☐ No

A. List selection codes and operators within code groups.

Ⓕ Fixed Fields:

Source

Occupation

Profession

Affiliation

Region

Ⓚ Key Codes:

Product

Mail Key

Ⓘ Interest Codes:

Ⓣ Transactions:

B. Indicate operators between code groups:

F _____ K _____ I _____ T

C. Special Instructions:

GPO 868-214

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